

**SUMMARY OF THE  
QUALITY SYSTEMS COMMITTEE MEETING  
MARCH 30, 2000**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Thursday, March 30, 2000 at 1:00 p.m. Eastern Standard Time (EST). The meeting was lead by the committee's chair, Mr. Joe Slayton. A list of participants is given in Attachment A.

**Action Items/ Notes**

- Joe Slayton to update D.4 with last two comments from the Radiochemistry Workgroup (RCW) and add the update to the Chapter and send copies to the RCW.
- Joe Slayton to update D.2 with last email from Peter Delisle.
- Joe Slayton to update D.3 with written updates from Mary Bruch based upon comments from CA, VA and EPA.
- Joe Slayton to update 5.12.3 and 5.12.4, table of contents and make suggested changes to "chain of custody" in glossary to clearly distinguish between routine sample tracking and legal chain of custody".
- Joe Slayton to send QS comments from first NELAC Assessor training course held 3/27-3/31 at the USEPA Environmental Science Center in Fort Meade, MD.
- Fred Siegelman to continue to translate Chapter 5 into RTF for folks with MSWord having problems with the Agency's WP9.
- Joe Slayton to forward copies of D.3 to Mary Bruch as an EMAIL and D.4 to Donovan Porterfield.

**Participants  
Quality Systems Committee  
March 30, 2000**

<b>Name</b>	<b>Affiliation</b>	<b>Phone Numbers</b>
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